



SPECIAL MEMBERSHIP MEETING MINUTES

Lodge No. _____

DATE: _____ **MEETING STARTED AT** _____ **AM/PM**

PRESIDING OFFICER _____

ROLL CALL: (P = Present, A = Absent)

GOVERNOR	_____	1ST YR TRUSTEE	_____
JR. PAST GOVERNOR	_____	2ND YR TRUSTEE	_____
JR. GOVERNOR	_____	3RD YR TRUSTEE	_____
PRELATE	_____	SGT @ ARMS	_____
ADMINISTRATOR	_____	OUTER GUARD (if applies)	_____
TREASURER	_____	INNER GUARD (if applies)	_____

NUMBER OF LODGE MEMBERS (VOTING) IN ATTENDANCE _____

NUMBER OF LODGE VISITORS (NON-VOTING) IN ATTENDANCE (If applicable) _____

DATE NOTICE OF SPECIAL MEETING MAILED TO MEMBERSHIP: _____

PURPOSE OF MEETING: _____

MOTION TO APPROVE MADE BY _____

MOTION SECONDED BY _____

MOTION PASSED _____ **MOTION FAILED** _____ (Check one)

Total Number of Votes Cast _____ **Number of Favorable Votes Cast** _____ **Number of**

Unfavorable Votes Cast _____

ENDOWMENT FUNDS COLLECTED: _____

MOTION TO CLOSE MADE BY _____ **2ND BY** _____

Approved _____ **Not Approved** _____

MEETING ADJOURNED AT _____ **AM/PM**

MINUTES APPROVED ON _____, _____

GOVERNOR'S SIGNATURE **Date**

ADMINISTRATOR'S SIGNATURE **Date**

***Important Note:** All minutes must be printed out and contain original signature notwithstanding the minutes are saved electronically.